

PERSONNEL BOARD OF MONTEREY PARK AGENDA

**REGULAR MEETING
Monterey Park City Hall Council Chambers
320 West Newmark Avenue, Monterey Park, CA 91754**

**Wednesday
August 8, 2018
7:00 PM**

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community.

Documents related to an Agenda item are available to the public in the Human Resources Department located at 320 West Newmark Avenue, Monterey Park, CA 91754, during normal business hours and the City's website at www.montereypark.ca.gov.

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak more than a total of 10 minutes. The Commission Chair and Commissioners may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting please call City Hall at (626) 307-1334 for reasonable accommodation at least 24 hours before a meeting. Council Chambers are wheelchair accessible.

CALL TO ORDER

Chairperson

FLAG SALUTE

ROLL CALL

Harvey Chin, Liane Kwan, Pauline Lemire, Gustavo Reynoso, Greg Verbeck

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

PUBLIC COMMUNICATIONS (Related to Items NOT on the Agenda). While all comments are welcome, the Brown Act does not allow the Commission to take action on any item not on the agenda. The Commission may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Commission's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

ORAL AND WRITTEN COMMUNICATIONS

[1.] PRESENTATIONS – None.

[2.] CONSENT CALENDAR

2-A. Approval of Minutes

It is recommended that the Personnel Board:

- (1) Approve minutes from the April 11, 2018 meeting; and
- (2) Take such additional, related, action that may be desirable.

[3.] PUBLIC HEARING – None.

[4.] OLD BUSINESS – None.

[5.] NEW BUSINESS

5-A. Approval of the Information Systems Specialist position and class specification.

It is recommended that the Personnel Board:

- (1) Approve the recommended request to create an Information Systems Specialist position and class specification; and
- (2) Take such additional, related, action that may be desirable.

5-B. Update and reclassify the Secretary class specification.

It is recommended that the Personnel Board:

- (1) Approve the recommended request to update and reclassify the Secretary class specification; and
- (2) Take such additional, related, action that may be desirable.

5-C. Vacancy and Recruitment Report

It is recommended that the Personnel Board:

- (1) Review the Vacancy and Recruitment Report; and
- (2) Take such additional, related, action that may be desirable.

5-D. 2018 Personnel Board Attendance Record

It is recommended that the Personnel Board:

- (1) Review the 2018 Personnel Board Attendance Record; and
- (2) Take such additional, related, action that may be desirable.

[6.] PERSONNEL BOARD COMMUNICATIONS AND MATTERS

ADJOURN



Personnel Board Staff Report

DATE: August 8, 2018

AGENDA ITEM NO: 2-A

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Personnel Board Minutes

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the minutes from the regular meeting of April 11, 2018; and
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

None.

BACKGROUND:

None.

FISCAL IMPACT:

None.

Respectfully submitted by:

A blue ink signature of Tom Cody is written over a horizontal line.

Tom Cody
Director of Human Resources
and Risk Management

ATTACHMENT

1. April 11, 2018 Regular Meeting Minutes

ATTACHMENT 1
April 11, 2018 Regular Meeting Minutes

**MINUTES
MONTEREY PARK PERSONNEL BOARD
REGULAR MEETING
APRIL 11, 2018**

The Personnel Board of the City of Monterey Park held a Regular Meeting of the Board in the Council Chambers located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, April 11, 2018 at 7:00 p.m.

CALL TO ORDER:

Chairperson Greg Verbeck called the meeting to order at 7:01 p.m.

FLAG SALUTE:

Board member Greg Verbeck led the flag salute.

ROLL CALL:

Director of Human Resources & Risk Management Tom Cody called the roll:

Board Members Present: Harvey Chin, Liane Kwan, Pauline Lemire, Gustavo Reynoso,
Greg Verbeck

Board Members Absent: None

ALSO PRESENT: City Clerk Vincent Chang and City Librarian Norma Arvizu

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

1. PRESENTATION

1A. Oath of Office conducted by City Clerk Vincent Chang for new board members: Harvey Chin and Gustavo Reynoso were provided the Commission Handbook and MOU Binder.

2. CONSENT CALENDAR

2A. APPROVAL OF MINUTES

Action Taken: The Personnel Board reviewed the March 14, 2018, minutes. The minutes have been approved as presented.

Motion: Board Member Pauline Lemire moved to approve the March 14, 2018 minutes and Board Member Liane Kwan seconded, motion carried by the following vote:

Ayes:	Board Members:	Kwan, Lemire, Verbeck
Noes:	Board Members:	None
Absent:	Board Members:	None
Abstain:	Board Members:	Chin, Reynoso

3. **PUBLIC HEARING**

None.

4. **OLD BUSINESS**

None.

5. **NEW BUSINESS**

5A. **RECLASSIFY THE LITERACY PROGRAM ADMINISTRATOR POSITION AND CLASS SPECIFICATION.**

Discussion: Due to the lack of qualified applicants, failed recruitments, and after researching other successful literacy programs in the State, it was noted a common title used was an “Adult Literacy Coordinator” compared to an administrator and with only a required Bachelors Degree and a minimum of two years experience in a library literacy program. It is recommended that the Literacy Program Administrator class specification be updated and reclassified to Adult Literacy Coordinator.

Action Taken: The Personnel Board approved the recommended request to reclassify the Literacy Program Administrator position and class specification.

Motion: Board Member Liane Kwan moved to approve the recommended request to reclassify and update the Literacy Program Administrator class specification to Adult Literacy Coordinator with the suggested changes and Board Member Pauline Lemire seconded, motion carried by the following vote:

Ayes:	Board Members:	Chin, Kwan, Lemire, Reynoso, Verbeck
Noes:	Board Members:	None
Absent:	Board Members:	None
Abstain:	Board Members:	None

5B. **VACANCY AND RECRUITMENT REPORT**

Monthly report of the City’s recent hires, recruitment progress, and current and future openings.

Action Taken: Received and file.

5C. **2018 PERSONNEL BOARD ATTENDANCE RECORD**

The Personnel Board reviewed the 2018 attendance record.

Action Taken: Received and file.

6. PERSONNEL BOARD COMMUNICATIONS AND MATTERS

Director Tom Cody updated the Personnel Board of a possible Personnel Board hearing regarding a grievance.

Chairperson Verbeck welcomes the new Personnel Board members.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:31 p.m.

Tom Cody
Director of Human Resources & Risk Management



Personnel Board Staff Report

DATE: August 8, 2018

AGENDA ITEM NO: 5-A

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Request for Approval of the Information Systems Specialist Position and Class Specification

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended request to create an Information Systems Specialist position and class specification; and
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

The Management Services Department will be changing its financial system in the next year from a PC-based network to a server-based platform. Currently, the City uses a consultant to administer the legacy system. As the City transitions to the new system, a full-time position will be required to continue maintaining the legacy system, while working with the contractor to perform data conversion and implement the new financial system.

It is recommended that the Information Systems Specialist class specification and salary be approved.

BACKGROUND:

This position is responsible for maintaining the City's IT management system functions. Current applications, including accounting, assessment, budgeting, licensing, utility billing, and financial planning, are all on a PC-based network. The City will be migrating to a new financial platform that will be server based.

The "recall" storage for the new financial system is three years. Past data will need to be retrieved from the legacy system. Therefore, it is necessary for this position to have knowledge of the legacy system and be able to maintain and retrieve data from it. This position will work with the consultants that will install the new system, learn how to configure it, and continue to operate the new system, while maintaining the legacy system. Attached for your consideration is a class specification for the new Information Systems Specialist for the City.

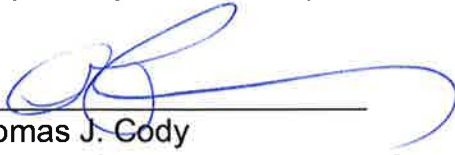
FISCAL IMPACT:

A survey was conducted of neighboring cities of similar size to determine type of position and salary who would serve in the IT capacity needed for the City of Monterey Park. The cities that have full-time IT positions are El Monte, Monrovia, Montebello, San Gabriel, and Pasadena. The average salary range for the position is \$6,440.26-\$8,245 per month.

The proposed monthly salary range is \$6,558 – \$8,389, which is commensurate with the position duties and level of responsibility.

The new Information Systems Specialist is a position in the Mid-Management Association represented by the Confidential Employee Association, one of the City's eight employee associations.

Respectfully submitted by:



Thomas J. Cody
Director of Human Resources &
Risk Management

ATTACHMENTS:

1. City of Monterey Park – Information Systems Specialist Class Specification
2. Information Systems Specialist Salary Survey

ATTACHMENT 1

City of Monterey Park - Information Systems Specialist Class Specification

INFORMATION SYSTEMS SPECIALIST

DEFINITIONS

Under general supervision of the Director of Management Services, the Information Systems Specialist designs, develops, installs, integrates, administers, maintains and supports all city software and databases; manages and supports various third-party software or the City's custom software, coordinates with the city and software vendors to resolve any problems or devise any solutions to meet city requirements.

REPRESENTATIVE DUTIES

An Information Systems Specialist performs complex duties in developing, managing and supporting various third party software or custom software, environments and management systems to provide effective applications and IT support for City operations, service delivery and decision making. This classification provides technical advice on methods and techniques for efficient sharing and integration of data from multiple sources to meet business process requirements, and provides support for assigned applications and participate in software development projects.

This position is responsible for maintaining the City's IT management system functions including accounting, assessment, budgeting, licensing, utility billing, and financial planning, that are on a PC-based network. This position will work with consultants that may install new systems and software's, how to configure it, and continue to operate the new systems, while maintaining legacy systems.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Coordinates with consultants in regards to data conversion with legacy systems to a new system. Create specifications to validate data conversion accuracy (general ledger totals, payroll data totals), and execute specifications. Create scripts to compare parallel data runs on the two systems to detect any discrepancies.
- Be the primary contact person for helping users with understanding the new Finance/Payroll software, as well as other software's.
- Perform data analysis on various systems to problem solve issues for users and have the ability to create custom reports to augment various systems.
- Explore software solutions to expedite processes that are done manually, this might entail purchasing or development of subsystems.
- May lead and participate in software development projects performed internally or by contract, including platform architectural design, programming, installation, configuration, deployment and change coordination; performs application administration functions for assigned applications.

- Serves as a technical resource to applications development staff and customers on logical database/data structure design, integration, administration and management.
- Designs, installs, configures, integrates, normalizes complex database environments and structures to optimize database performance; develops packages and procedures over tables for validation purposes; writes and stores database triggers and referential integrity constraints to ensure data validity; creates keys and indexes; verifies that data validation processes are working properly.
- Participates in creating database security and disaster recovery policies, processes and procedures; develops, recommends and implements security permissions, privileges, standards and guidelines; audits database security roles and permissions.
- Maintains up-to-date technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional associations.
- Performs other related duties as required.

QUALIFICATIONS GUIDELINES

Education & Experience

Graduation from an accredited four-year college or university with a major in management information systems, computer science or a closely related field and at least six (6) years of progressively responsible experience in the design, development and administration of complex relational databases and the management of database systems; or an equivalent combination of training and experience. Municipal government experience is highly desirable.

Knowledge, Skills, and Abilities

Knowledge of:

- Extensive knowledge of Payroll, CalPERS, Finance, Business License, Water Billing, Affordable Care Act Reporting, and Federal/State reporting requirements.
- Relational database theory, design rules and development practices, including data modeling, data flow and entity relationship analysis, data structure analysis, logical and physical database design, data access methods, storage capacity management and database recovery techniques.
- Database management systems and software, including architectures, diagnostic tools, commands and utilities.
- Maintain legacy Payroll and Finance system and subsystems developed in Delphi 6.
- Database development and administration tools; tools and utilities for monitoring and tuning database performance.
- Principles and practices of systems analysis and design.
- Software development and maintenance tools and utilities; standard programming languages (MS SQL, Access, C C++, Java, Visual Basic, Unix), report generation/query language and other utilities, spreadsheets (MS Excel) and other business applications..

- Disaster planning and business recovery methods and techniques.
- Customer relationship management concepts and practices.
- Basic project management tools and techniques.

Ability to:

- Conduct technical reviews and communicate database design methodologies, standards and goals to project stakeholders clearly and succinctly.
- Perform database administration tasks with a sound understanding of the interrelationships between database parameters and variables in multiple database environments.
- Perform database troubleshooting and tuning to resolve complex and ambiguous data management, data communication and interoperating problems.
- Apply critical thinking skills to reach sound, logical conclusions regarding user needs and business requirements.
- Prepare clear, concise and accurate database and program documentation, reports of work performed and other written materials.
- Communicate clearly and effectively to both technical and non-technical audiences.
- Work collaboratively with other team members.
- Exercise sound independent judgment within general policy guidelines.
- Keep technical skills current to meet continuing data management assignments.
- Use tact and diplomacy when dealing with sensitive, complex and/or confidential issues and situations.
- Establish and maintain effective working relationships with all those encountered in the course of work.

Physical Effort

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit for long periods at a computer terminal; communicate clearly both verbally and in writing; operate keyboards, objects, tools or controls; reach with hands and arms. The employee frequently is required to stoop, bend, walk and stand. The employee is frequently required to lift up to 10 pounds.

Specific vision abilities required for this job include close vision, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves complex problems; uses math and mathematical reasoning; learns, trains and applies new information or skills; performs highly detailed work for long periods; deals with frequently changing deadlines, frequent interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work.

Licenses and Certificates

- Must possess a valid California Class C driver's license at time of appointment and as a condition of continued employment, and comply with the City's Motor Vehicle Safety Policy during the course of employment.
- Bargaining Unit: MPCEA

ANTICIPATED APPROVAL BY THE PERSONNEL BOARD: AUGUST 8, 2018

ATTACHMENT 2
Information Systems Specialist Salary Survey

SALARY SURVEY FOR INFORMATION SYSTEMS SPECIALIST


	Alternate Classification	Monthly Low	Monthly High
Alhambra	None		
El Monte	Sr. Information Technology Analyst	\$ 6,427.23	\$ 7,623.00
Monrovia	Information Systems Analyst	\$ 6,402.93	\$ 8,580.53
Montebello	Information Systems Analyst	\$4,437.00	\$ 5,663.00
San Gabriel	Information Systems Specialist	\$ 6,476.00	\$ 7,872.00
South Pasadena	None		
Pasadena	Department Information Systems Analyst II	\$ 6,299.14	\$ 7,873.87
	IT Analyst	\$ 6,596.01	\$ 8,245.00
AVERAGE		\$ 6,440.26	\$ 8,038.88



Personnel Board Staff Report

DATE: August 8, 2018

AGENDA ITEM NO: 5-B

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management 
SUBJECT: Update and reclassify the Secretary class specification

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended request to update and reclassify the Secretary class specification; and
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

The Secretary position in the City Clerk's Office has evolved over the years to the point where it no longer is accurately portrayed by its class specification. The duties of the Secretary in the City Clerk's Office are not similar to those of a traditional secretary or executive assistant. A new classification, Assistant Deputy City Clerk, is needed to accurately describe the scope of duties of the position.

It is recommended that the Secretary class specification in the City Clerk's Office be updated and reclassified to Assistant Deputy City Clerk.

BACKGROUND:

The Secretary position reports to the Deputy City Clerk in the City Clerk's Office. The classification is represented by S.E.I.U Local 721. The primary duties of a Secretary position, according to its class specifications, include but are not limited to:

- Arrange and schedule interviews, meetings, and appointments;
- Maintain accurate detailed calendar for supervisor
- Receive and screen telephone calls and visitors;
- Provide authorized information covering a variety of questions, requests or complaints;
- Perform other secretarial or clerical work requiring good knowledge of departmental operations and functions.

The Secretary position in the City Clerk's Office performs some of the duties above, but the work is more focused on the following duties listed for the proposed Assistant Deputy City Clerk, which include but are not limited to:

- Assist in Records Management – City permanent and historical records
- Assists in conducting municipal elections – candidate nominations and filing of paperwork
- Attend Council meetings - set up, clean up, take minutes, runs the meeting
- Prepares City Council agenda packet and City Council minutes
- Monitors and coordinates Public Record Act requests and compilation of information
- Coordinates and processes appointment and implementation of all commissioners and board members for the City's 11 boards/commissions.
- Assists and monitors Fair Political Practices Commission filings
- Prepares honorary and proclamation certificates
- City Hall contact point for public inquiries, in person and by other means of communication and acts as liaison between the public and the municipality
- Passport acceptance agency for community

The Assistant Deputy City Clerk position would act in the absence of the Deputy City Clerk, and therefore, must have the knowledge and ability to carry out the duties normally performed by the Deputy City Clerk. The Deputy City Clerk position is represented by City's Mid-Management Association. The proposed Assistant Deputy City Clerk will be represented by S.E.I.U. Local 721.


FISCAL IMPACT:

A survey was conducted of neighboring cities. Eight of the cities surveyed use the classification of Deputy City Clerk which performs duties similar to those described above and at a comparable level of responsibility of the proposed Assistant Deputy City Clerk. The job descriptions of these cities were reviewed to ensure that they were compatible with duties and level of responsibility with the proposed City's classification. The average salary range of the Deputy City Clerk positions of eight cities surveyed is \$4,377.46 to \$5,580.22.

The monthly salary range of the current Secretary classification is \$4,134-\$5,289. It is recommended that the monthly salary range of the Assistant Deputy City Clerk be set at \$4,444.05 – 5,685.68. The proposed salary is commensurate with the duties and the level of responsibility of the position.

Therefore, it is recommended that the Assistant Deputy City Clerk class specification be approved and the Secretary position in the City Clerk's Office be reclassified.

Respectfully submitted by:



Tom Cody
Director of Human Resources and
Risk Management

ATTACHMENTS:

1. City of Monterey Park – Assistant Deputy City Clerk Class Specification
2. City of Monterey Park – Secretary Class Specification
3. Assistant Deputy City Clerk Salary Survey

ATTACHMENT 1

City of Monterey Park – Assistant Deputy City Clerk Class Specification

CITY OF MONTEREY PARK

CLASS SPECIFICATION

ASSISTANT DEPUTY CITY CLERK

DEFINITION

Under general direction from the Deputy City Clerk, provides direct assistance to the Deputy City Clerk in planning and organizing the operations and services of the City Clerk's Department.

REPRESENTATIVE DUTIES

Assists the Deputy City Clerk in the daily operation of the City Clerk's Department; leads assigned personnel and volunteers; performs administrative and specialized complex administrative duties in the City Clerk's office; researches, analyzes, compiles, prepares, processes and authorizes a wide variety of correspondence, documents, records, forms, memorandums, reports, manuals and other materials including those of a confidential nature; conducts complex analytical studies; recommends and administers policies and procedures; assists in the preparation and administration of the City Clerk's office budget; performs and compiles analysis of legislative laws pertaining to municipal elections and laws that effect the operation of the City Clerk's Department; assists in recruiting, supervising, and training full and part-time clerks; assists in administering municipal elections, the City's website and the Passport Acceptance Center; maintains the Municipal Code and official City documents and records; coordinates and oversees bid openings and commission application process and records; administers and enforces federal, state and local laws pertaining to the Brown Act, Maddy Act, Public Records Act, elections, and legal publication requirements of certain notices and advisements; serves as an de facto filing officer for economic interest and political campaign statements for the State of California; oversees the retention, maintenance and retrieval of comprehensive records management system; maintains custody of the City Seal; administers oaths or affirmations; oversees and assists with the coordination of the minutes; acts for Deputy City Clerk and City Clerk in their absences, including attendance at Council meetings; performs related duties as required.

QUALIFICATIONS GUIDELINES

Education/Experience

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Five years of increasingly responsible secretarial or clerical experience, preferably in a City Clerk's Office, with experience in records management, modern technology and office/administrative practices. An Associate's degree in public or business administration or in a closely related field may be substituted for 1 year of experience.

Knowledge, Skills and Abilities

Knowledge of: applicable Federal, State and Municipal laws, codes, regulations and procedures, including election laws and procedures and political reform requirements; principles of

organizational management including program development and administration, modern technology and office/administration practices, procedures, methods, equipment and applications; principles and procedures of records management and record keeping, including record retention laws; principles and operation of personal computer and computer software; understanding of website language.

Skills and Abilities:

Ability to: coordinate the activities of the City Clerk's Department; implement and enforce municipal laws and election procedures; exercise independent judgment, initiative and discretion in performance of duties; compile and apply analytical studies, compose correspondence; work independently; provide administrative assistance and effectively communicate with other departments, personnel and other agencies; proficiently operate office machines, including a personal computer with word processing, spreadsheet, presentation, database and desktop publishing software; communicate orally and in writing; handle confidential material.

LICENSES AND CERTIFICATES

Possession of, or ability to obtain a California Driver's License is required at time of appointment and as a continuing condition of employment. Certification as a Certified Municipal Clerk is preferred.

ANTICIPATED APPROVAL BY THE PERSONNEL BOARD: AUGUST 8, 2018.

ATTACHMENT 2
City of Monterey Park – Secretary Class
Specification

SECRETARY

DEFINITION:

Under direction, performs a wide variety of complex and confidential secretarial and clerical work in support of the City Council, a City Board, and a City Commission or to the Deputy City Clerk, who acts as supervisor of the City Clerk's office in the absence of the elected official and performs related duties as required.

REPRESENTATIVE DUTIES:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Takes and transcribes oral or machine dictation; may prepare agendas and take and prepare minutes at City Council, City Board, City Commission, Committee, and/or staff meetings.

Serves as City's webpage liaison with contract Webmaster; coordinates, facilitates and assists with webpage modification and updates;

Types, inputs and retrieves a wide variety of correspondence, documents, records, forms, studies, memos, reports, manuals, and other materials, including those of a technical or confidential nature; uses personal computers to perform word processing, budget control, webpage updates and to prepare other departmental reports and perform record keeping tasks.

Composes correspondence independently or with a minimum of direction; prepares special reports, records or correspondence from source material in files.

Arranges and schedules interviews, meetings, and appointments; maintains accurate detailed calendar for supervisor; receives and screens telephone calls and visitors; provides authorized information covering a variety of questions, requests or complaints; performs other secretarial or clerical work requiring a good knowledge of departmental operations and functions.

Establishes and maintains cross-reference files, records, electronic files, department correspondence files and confidential personnel files.

May assist in preparing and inputting the department's budget and monitoring departmental line item accounts; prepares departmental invoices for payment; may prepare, maintain and submit department's time records for payroll purposes.

Performs responsible reception and public contact duties.

Opens, sorts, time stamps, and routes departmental mail.

ORGANIZATIONAL RESPONSIBILITIES

This class reports to the elected City Clerk and, in his/her absence, to the Deputy City Clerk. This position may supervise, lead, train and evaluate other staff and volunteers.

QUALIFICATION GUIDELINES:

Education and Experience:

Any combination of training and/or experience that could likely provide the required knowledge, skills and abilities is qualifying. Example: High School graduation or equivalent, supplemented by coursework in business, accounting, records management, communications, or administration and three years of increasingly responsible office clerical and/or secretarial experience.

Bilingual skills in a language deemed to be useful by the City, is desirable.

Knowledge of:

Modern office practices, methods and procedures.

Record keeping principles and practices.

Correct punctuation, spelling and grammatical usage.

Various office equipment such as word processor, computer, calculator, dictation transcribers, typewriter, and adding machine; personal computer software, such as word processing and spreadsheets.

Reception, telephone and customer service techniques.

Basic arithmetic.

Basic bookkeeping.

Basic principles and practices of supervision, training and performance evaluation.

Ability to:

Carry out oral and written direction with a minimum of explanation.

Take notes and transcribe dictation from oral presentations, meetings, notes and/or audiotape.

Compose and edit letters, reports and bulletins.

Learn web page, email and Internet protocols (familiarity with html language is desirable).

Handle with confidentiality, courtesy and tact, a wide variety of public and staff contacts.

Class Specification

Secretary

Page 3 of 3

Effectively use a variety of standard office equipment, including personal computers, dictation equipment, typewriter, calculator, and adding machine.

Employ good judgment and make sound decisions in accordance with established procedures and policies.

Type at a rate of fifty (50) net words per minute.

Lead, train and evaluate subordinate employees, as necessary.

Approved by the Personnel Board – June 8, 2005

ATTACHMENT 3
Assistant Deputy City Clerk Salary Survey

SALARY SURVEY FOR ASSISTANT DEPUTY CITY CLERK

	Alternate Classification	Low	High	Notes:
Alhambra	Deputy City Clerk	\$4,187.95	\$5,451.90	Reports to Assistant City Clerk (5,116-6,660)
Arcadia	Deputy City Clerk	\$5,064.00	\$6,323.00	Reports to Chief Deputy City Clerk (FT), City Clerk (Elected)
Azusa	Deputy City Clerk II	\$4,351.71	\$5,240.87	
Baldwin Park	None			Only Chief Deputy City Clerk (day-to-day ops)
Covina	Deputy City Clerk	\$4,394.00	\$5,750.00	Chief Deputy City Clerk (7395-9681), Sr. Deputy City Clerk, Deputy City Clerk (4142-5420) - doesn't supervise, doesn't have overall responsibility of office set by state law.
Glendora	Administrative Assistant			Full-time appointed City Clerk; Deputy City Clerk (mid-Management) , 2 Office Asst PT, 1 Admin Assistant FT - Not comparable
Montebello	None			
Pomona	Deputy City Clerk II	\$4,136.00	\$5,029.00	City Clerk>Deputy City Clerk I> 2 Office Assts PT
Rosemead	Deputy City Clerk	\$4,592.00	\$6,213.00	Appointed full-time City Clerk; Deputy City Clerk assists; only 2 in the office
San Gabriel	Deputy City Clerk	\$4,180.00	\$5,080.00	Chief City Clerk>Assistant City Clerk. 2FT (Administrative Assistants). Unfilled Deputy City Clerk. Two Admin Asst used.
Walnut	None			City Clerk+Administrative Assistant
West Covina	Deputy City Clerk	\$4,114.00	\$5,554.00	City Clerk (elected)>Assistant City Clerk (Dept head)>1 Admin Asst>2 Office Aides>1 PT Intern. (Deputy City Clerk - vacant)
Whittier	None			City Clerk FT, Asst City Clerk/Treasurer FT, Admin Secretary, Office Specialist. Office of 12, covers IT, GIS, Records
AVERAGE		\$4,377.46	\$5,580.22	
		5.89%	5.51%	
Monterey Park	Deputy City Clerk	\$6,558.00	\$8,389.00	
	Secretary (Non conf)	\$4,134.00	\$5,289.00	

Proposed Salary		
for Asst. Deputy City Clerk (current +7.5%)	\$4,444.05	\$5,685.68

VACANCY AND RECRUITMENT REPORT

AGENDA ITEM NO: 5-C

Date of Report: August 2, 2018

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POSITION/ REASON FOR VACANCY	TYPE	OPEN	CLOSE	WRITTEN	AGILITY/PERF	ORAL	STATUS
City Manager's Office							
City Clerk							
Community & Economic Development							
Assistant Planner Resignation (1)	Open	2/8/18	3/1/18 or the first 25 qualified	N/A	N/A	4/26/18	Hired Jeffrey Rimando.
Building Inspector Retirement (1)	Open	12/28/17	2/6/18	N/A	N/A	3/7/18	Hired Henry Solomon.
Permit Technician I Resignation (1)	Open	4/5/18	4/26/18 or the first 50 qualified	6/19/18	N/A	7/25/18	Sent cert list to the department on 7/26/18.
Plan Checker Retirement (1)	Open	5/3/18	5/25/18 or the first 25 qualified	N/A	N/A	6/14/18	Sent cert list to the department on 6/20/18. Pending backgrounds.
Senior Clerk Typist Termination (1)							Pending recruitment.
Human Resources							
Senior Management Analyst Budgeted (1)							Pending recruitment.
Library							
Adult Literacy Coordinator Terminated (1)							Pending recruitment.
Librarian (Part-Time) Resignation (1)	Open	11/27/17	12/12/17 or first 40 qualified	N/A	N/A	TBD	On hold.
Library Clerk (Part-Time) Budgeted (1)	Open	11/30/17	12/15/17 or first 40 qualified	N/A	N/A	TBD	On hold.
Library Technician Resignation (1)							Pending recruitment.
Management Services							
Senior Account Clerk Budgeted (1)	Open	11/27/17	12/15/17 or first 25 qualified	2/22/18	N/A	3/15/18	Hired Beverly Garcia.
Public Works							
Equipment Mechanic Promoted (1)	Open	2/8/18	3/5/18	6/13/18	N/A	7/10/18	Promoted Calvin Zubiarte.
Maintenance Worker (Part-Time) Resignation (1)	Open	11/27/17	12/12/17 or first 100 apps	N/A	N/A	3/20/18	Hired Chazerae Richard, Samuel Rodriguez and Mauricio Rubio.
Park Maintenance Crew Leader Promoted (1)	Open	12/28/17	1/19/18 or first 25 qualified	4/10/18	4/25/18	4/25/18	Hired Edmundo Alba.
Park Maintenance Worker Resignation (1)	Open	4/13/18	5/4/18 or first 50 qualified	7/31/18	TBD	TBD	Pending written exam results.
Public Works Inspector Retired (1)	Open	10/23/17	11/13/17 or first 25 qualified	N/A	N/A	3/13/18	Hired Joseph Lucero.
Senior Maintenance Worker Promoted (2) Retirement (1)	Open	11/27/17	12/14/17 or first 25 qualified	N/A	3/22/18	3/22/18	Pending new recruitment exhausted existing list. Promoted Miguel Cervantes and Manuel Lira.
Water Utility Manager Resignation (1)	Reopen	10/06/17 11/21/17	12/18/17 or first 25 qualified	N/A	N/A	3/15/18	Hired Richard Gonzales.

Date of Report: August 2, 2018

POSITION/ REASON FOR VACANCY	TYPE	OPEN	CLOSE	WRITTEN	AGILITY/PERF	ORAL	STATUS
Recreation & Community Services							
Child Care Teacher (Part-Time) Resignation (1)	Open	2/8/18	Open until filled	N/A	N/A	5/1/18	Hired Tanya Fitch and Jennifer Lonigro.
Dial-A-Ride Driver Budgeted (1)	Open	2/8/18	3/1/18 or first 25 qualified	N/A	N/A	3/29/18	Hired Michael Trinh.
Recreation Leader (Part-Time) Resignations (5)	Open	6/8/18	6/20/18 or the first 30 apps	N/A	N/A	6/30/18	Sent cert list to the department on 7/12/18. Pending backgrounds.
Senior Recreation Leader (Part-Time) Voluntary Demotion (1)	Open	6/8/18	6/14/18	N/A	N/A	6/28/18	Sent cert list to the department on 7/9/18.
Police Department							
Communications Dispatcher Reassignment (1)	Open	4/19/18	Continuous	TBD	N/A	TBD	Screening applications.
Community Service Officer – Parking Enforcement (Part-Time) Resignation (1)	Open	2/8/18	3/1/18 or first 25 qualified	N/A	N/A	4/17/18	Sent cert list to the department on 4/30/18.
Evidence Officer (Part-Time) Promoted (1)	Open	1/2/18	Open until filled	N/A	N/A	2/27/18	Hired Amelia Vera.
Management Analyst Resignation (1)	Open	10/06/17	10/27/17 or first 25 qualified	TBD	N/A	TBD	Pending backgrounds.
Police Clerk Resignation (1) Promoted (1)	Open	2/8/18	2/23/18 or the first 50 qualified	TBD	N/A	TBD	Sent cert list to the department on 5/23/18. Pending backgrounds.
Police Officer Lateral/Pre-Service Continuous	Open DTF	1/5/18	Continuous	3/24/18 7/21/18	4/28/18 8/4/18	5/3/18 8/4/18	Pending backgrounds Invited 17 to the physical agility test.
Police Officer Recruit Continuous	Open DTF	10/21/15 1/5/18	Continuous	3/24/18 7/21/18	4/28/18 8/4/18	5/3/18 8/4/18	None selected Invited 4 to the physical agility test.
School Crossing Guard (Part-Time) Resignation (1)	Open	3/20/18	Open until filled	N/A	N/A	4/19/18 6/5/18	Sent cert list to the department 4/30/18. Pending backgrounds. Sent cert list to the department 6/18/18. Pending backgrounds.
Fire Department							
Fire Intern I (Part-Time) Budgeted	Open	4/25/18	4/30/18	N/A	N/A	5/17/18	Hired Bryan Carvajal, Shimin Chen, Daniel Cruz, Adam Fox, David Lawson & Demetrio Valdez

* Tentative Date
DTF = Difficult-to-Fill designation

2018 PERSONNEL BOARD ATTENDANCE

		JAN	FEB	FEB - S	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Chin	Harvey	-	-	-	-	P	NM	NM	NM					
Kwan	Liane	NM	NM	NM	P	P	NM	NM	NM					
Lemire	Pauline	NM	NM	NM	P	P	NM	NM	NM					
Reynoso	Gustavo	-	-	-	-	P	NM	NM	NM					
Verbeck	Greg	NM	NM	NM	P	P	NM	NM	NM					

Legend	P	Present
	A	Absent
	NM	No Meeting
	--	Vacancy